

# New Wiki Contributors Training – Lesson 1

## 18 Aug 2011

### Welcome

Welcome everyone to the first lesson of the New Wiki Contributors Training series. My name is Judy. As a genealogist who's been helped by a lot of people along the way, I thought I'd give back by posting some of the things I've learned to the FamilySearch Research Wiki.

The purpose of our Wiki is to help people find their ancestors. We do that by providing them with research information and skills. It is *not* a place to find information on individuals. We can, however, explain and post links to databases and other resources where they *can* find ancestor's names.

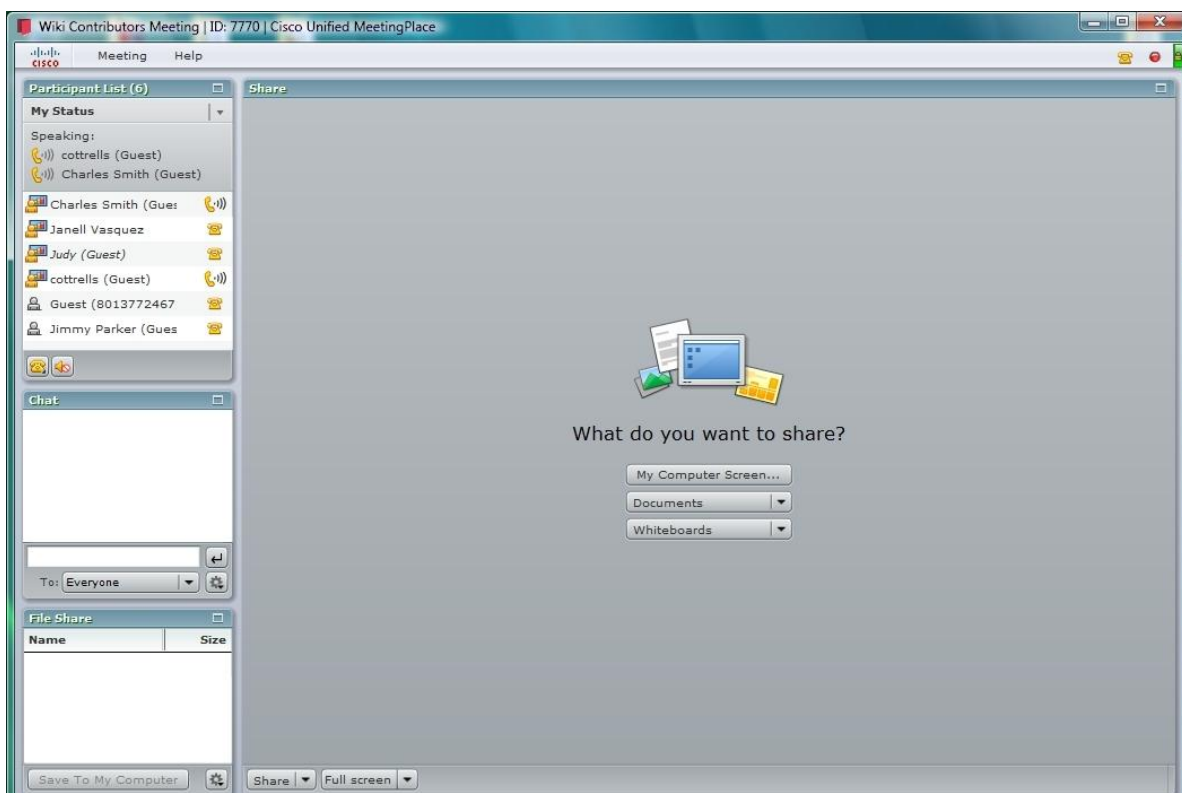
Our Wiki is fairly new, so it needs lots of input from a lot of people. Even those who think that they don't know very much, may have just that one piece of vital information that will help someone else find what they are looking for. The areas I know most about are how to do genealogy, certain counties in Missouri, and a particular parish in Sweden.

Feel free to ask questions. I don't know it all, but I do know how to find the answers. I'll try to leave time at the end for questions.

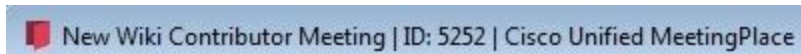
### Scheduled Topics

The topics for today are: Ways to get to the Wiki; registering; signing in; setting your Wiki preferences; and MeetingPlace tips. Since we're already in MeetingPlace, we'll start here.

### MeetingPlace Tips



1. We'll start with the top. Across the very top, on the left, you'll see the name of this meeting and its MeetingPlace ID number, which is 5252.



2. On the Menu bar, under Meeting, select **My Connection Speed**, and then select the type of Internet connection you receive to your computer. This will help the streaming to be smoother.



3. Next, under Help, you'll see not only a Help link, but also the Browser Test, which will help you install the MeetingPlace Presenter Add-in, if you don't already have it.



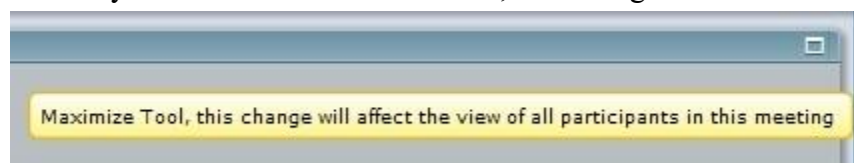
4. On the far right we'll find three or four icons.



- a. The first, *Connection (phone) icon* shows what phone numbers to dial to get into the meeting. You would use this if the system could not connect you automatically.
- b. The second, optional, *Share icon* appears only if the MeetingPlace screen itself is being shared.
- c. The next icon shows whether or not the meeting is being recorded – *red button* it is, *green button* it is not.
- d. The last, the *Lock icon*, shows that this is a secure connection and what the delay rate of the connection is.



5. Just under these three icons, you'll see the *Maximize Tool icon*. Please don't press it, or any of the others on the screen. If you have the Presenter Add-in, it'll change the view for everyone.



6. Down the left-hand column we first see the *Participant List tool*. People are usually listed in alphabetical order by the first letter of how they signed in, with your own name being shown in italics. If the moderator (the one who set up the meeting) is in attendance, that person will be listed first. You'll see who is speaking, their role in MeetingPlace, and whether or not they're connected by both visual and audio (if there is no phone icon, they'll *only* see the meeting; a moderator will have a gold person, a presenter will have a gold person with a screen behind them; one with audience status will have a person in either blue or gray – blue can see the meeting, and can send and receive chat messages; gray is connected to audio only)

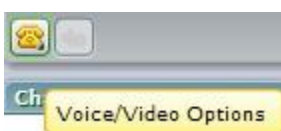


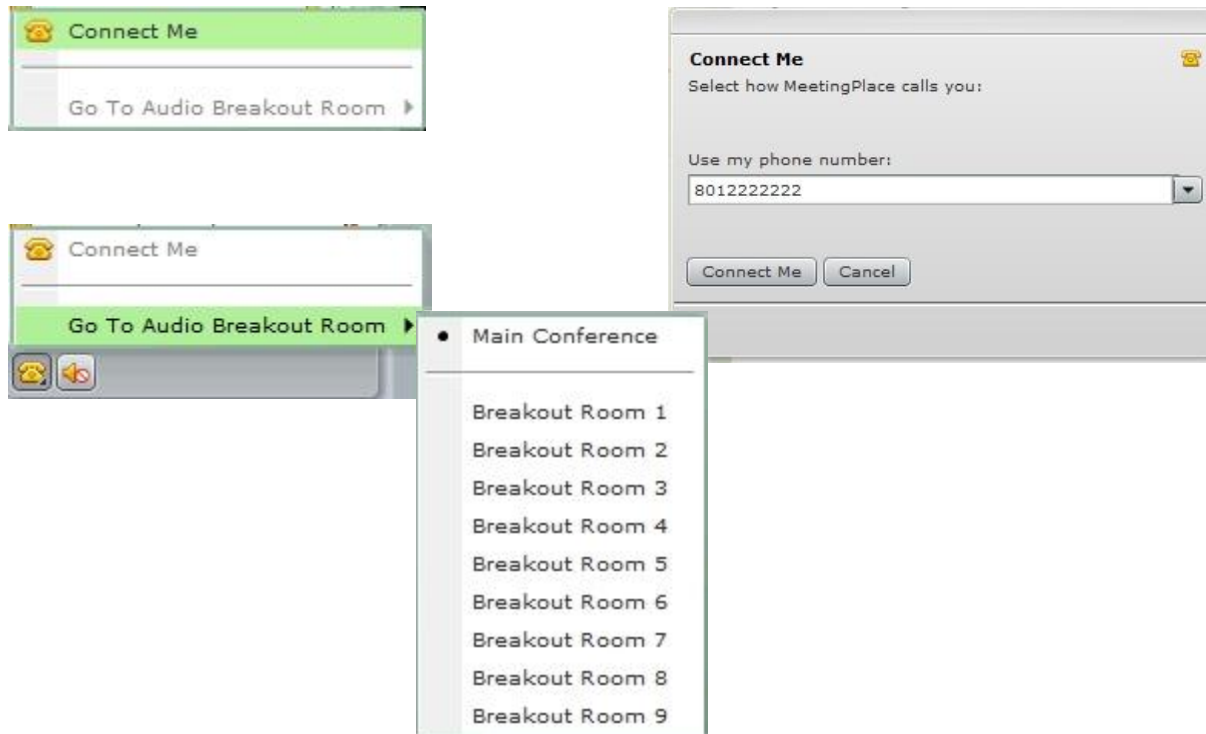
When you click the **down arrow** next to My Status, you can choose from several options. This will bring your name, with the icon, to the top of the list where it can be easily seen. When your issue has been taken care of, please clear your status.



Judy (Guest), Presenter  
Talking  
Has A Question

Under the Participant List is first, a *Connection (phone) icon*, and second, a *Mute icon*.





In an *Audio Breakout Room*, you can have a private conversation with other meeting participants. However, participants must be moved in and out of the breakout room by a moderator.

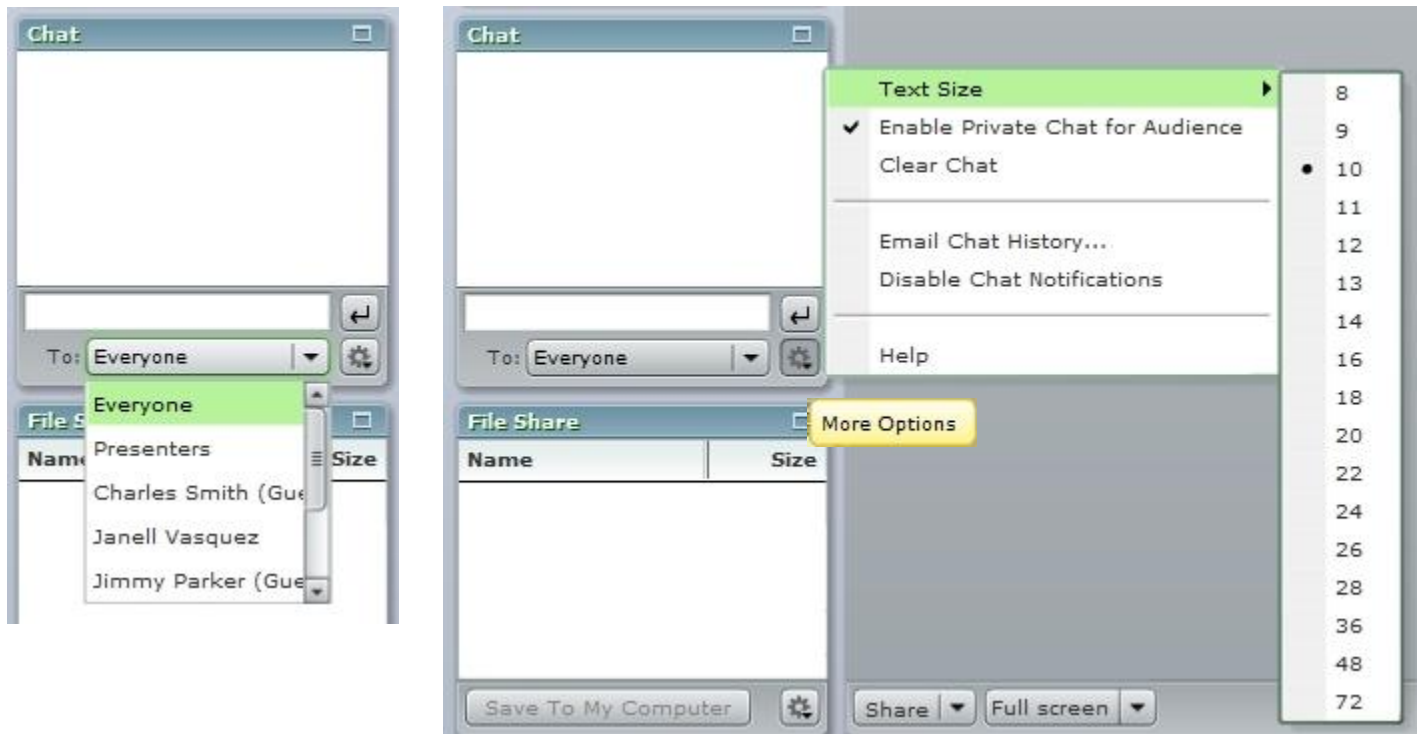
7. Next, we find the *Chat tool*. To send a message to everyone:
  - a. Click the **text box** in the Chat tool.
  - b. Enter your message.
  - c. Click the **Send Message** button (bent, black arrow) next to the text box *or* press the **Enter** key.
  - d. Your name will display in the Chat tool [possibly labeled as (Guest)], followed by your message.
  - e. Web links that are displayed here are live links. Clicking them will open that Internet page.



To send a message to just a single person (private message):

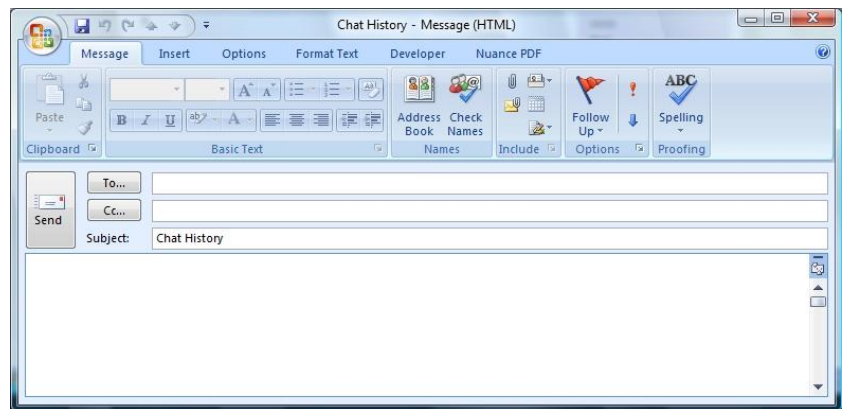
- f. Click the **down arrow** next to the word, “Everyone,” and select a message recipient.
- g. Enter your message in the text box.
- h. Click the **Send Message** button (bent, black arrow) next to the text box *or* press the **Enter** key.
- i. Your name will display in the Chat tool, followed by the recipient’s name that you selected, with an indication that it is a private message. The message will be shown in red. Only the sender and the recipient will be able to view the message.



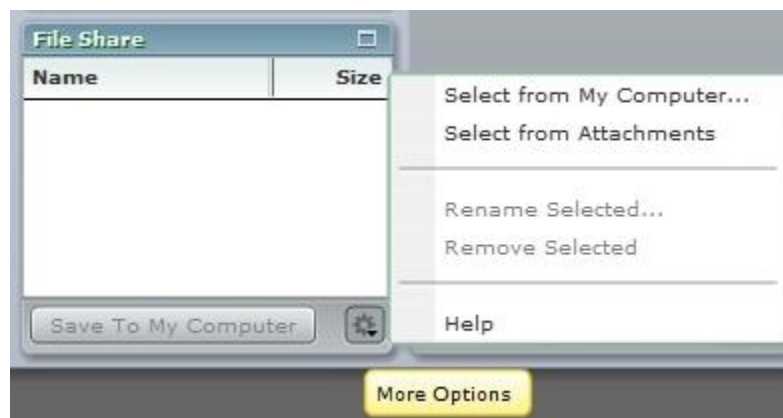


Under the **Send Message** button is the **More Options** button. If you have the Presenter Add-in, any changes made here will affect everybody. So, please do not make any changes. However, at the end of the meeting, feel free to e-mail the chat history to yourself, if you wish.

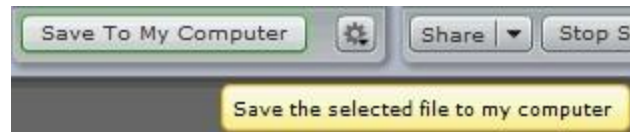
Email Chat History...



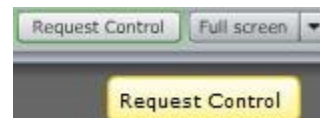
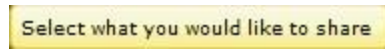
8. Below the Chat tool is the *File Share* tool.







- a. To share a file, click the **More Options** button, choose **Select from My Computer**, locate the file you want to share, and then click **Open**. The file will appear in the File Share window.
  - b. To download a file, select the file name, and then click the **Save To My Computer** button. Save the file wherever you wish.
9. The middle section is the *Share Tool*, with options in the middle and along the bottom to control it.



- a. As you can see, there are three types of things that can be shared here: computer screens, documents, and whiteboards. Whiteboards don't pertain to this type of meeting, so we'll ignore them.



The following document types can be shared in the Share tool, using the *Documents* option:

- A single JPEG image (.jpg file extension)
- A single PowerPoint file - (version 2000 or 2003, with .ppt file extension)
- A ZIP file that contains a single PowerPoint file
- Adobe Presenter content packaged as a ZIP file
- A single file with Flash content (.swf file extension)
- Flash movie files (.flv file extension)
- A .pdf file (Adobe Acrobat format)
- A Microsoft Office Word document (version 2000 or 2003, with .doc file extension)
- A Microsoft Office Word document (version 2007 or 2010, with .docx file extension)
- An OpenOffice document (.odt file extension)
- A text file (.txt file extension)

Many of these can also be shared using the *My Computer Screen* option.

(The rest of section 9a that follows is for reference only.)

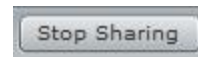
PowerPoint files are converted to presentations. PowerPoint presentations can include animations and audio voice-overs. When you share a presentation, the Share tool displays controls for navigating the presentation. Note the following restrictions when you are uploading a document to share as a presentation in the Share tool:

- Files created in PowerPoint 2007 cannot be converted and shared as presentations in the Share tool. To share a PowerPoint 2007 file, you must share the PowerPoint *application* from your desktop. Support for PowerPoint 2007 is planned for a later release.
- Files created in versions older than PowerPoint 2000 cannot be converted and shared as presentations in the Share tool. To share an older PowerPoint file, you should open the file in PowerPoint 2000 or later and save the file before uploading it to the Share tool.

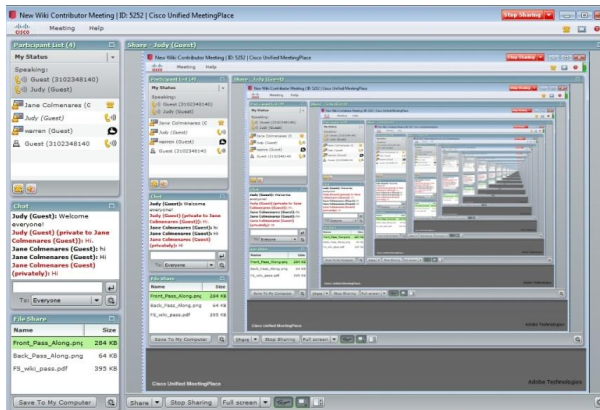
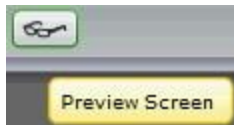
Cisco Unified MeetingPlace does not support the sharing of video applications or streams. If you try to share a video stream from your desktop, participants will see only some of the frames from the video, displayed at the screen-sharing refresh rate. If you try to load a PowerPoint file with video embedded on the slide page in the Share tool, the presentation conversion will fail and you will not be able to display the presentation.

b. To share your *computer screen*:

1. (With a blank Share tool open in a meeting,) click **My Computer Screen**.
2. Choose what you want to share from the center of the Share tool.
3. Click **Share**.
4. When you are finished sharing that particular item, click **Stop Sharing**. You can then share something else.




The person who is sharing can preview what the others are seeing by selecting the *Preview Screen* (eyeglasses) icon that will appear along the bottom. However, when you're sharing a computer screen, make sure that it's a split screen, or a screen on another monitor (not just your desktop) before you click the eyeglasses icon. Otherwise, you'll get a telescoping view of the screen that seems to go on forever.

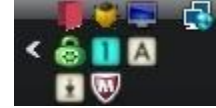



5. (Optional) To view the application in the meeting console the way other meeting participants are viewing it do the following:

- a. Click **More Options** on the bottom right.
- b. Select **Preview in Tool While Screen Sharing**.
- c. When you finish sharing, click  > **Stop Screen Sharing**.

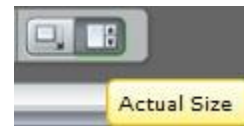
6. (Optional) To view the application in the meeting console the way other meeting participants are viewing it or to add an overlay whiteboard for annotation, do the following:

- a. Click  in the system tray.
- b. Choose **Pause and Annotate**.
- c. Click **Resume** to exit annotation mode.



- d. When you finish sharing, click  > **Stop Screen Sharing**.

c. Along the bottom of the Share Tool, you will also see a *Scale to Full Screen View button* (just says “Full screen”), a *Scale to fit icon*, and an *Actual Size icon*. This last one will be helpful if the screen is difficult to read because of its small text size.



## Business/Announcements

### Business/Announcements

- New page for Suggestions for Engineering – please add the Also discuss process and ideas for prioritization janellv

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The person sharing the screen can also hit **Ctrl** + a few times to enlarge the screen.

**Note:** If attending back-to-back MeetingPlace meetings, do the following:

1. On the keypad of your telephone, hit **#9**.
2. At the prompt, enter the new MeetingPlace **ID number**, followed by the # sign, and then **record your name**, followed by the # sign. This will bring you into the audio portion of the next meeting.
3. Go to <<https://chqmpweb1.ldschurch.org/mpweb/scripts/mpx.dll>>, enter the new Meeting **ID number**, and then click **Attend Meeting**.
4. Type in **your name**, and then click **Attend Meeting**.
5. Under Connect Me, only the box labeled **Join the web Conference** should be checked. Leave the box empty which is labeled **Have MeetingPlace call my phone**. Click the **Connect** button.

## Ways to Get to the Wiki

1. When in *FamilySearch Indexing*, on the bottom left, click the **Indexing Links** tab; at the very bottom, click **FamilySearch Research Wiki**.



## My Messages

From	Subject	Received
Headquar...	1871 UK Census	18 Aug 2011
Headquar...	1871 UK Census - Arbi...	11 Aug 2011
Headquar...	My Accuracy	10 Aug 2011
Headquar...	My Accuracy for Arbitra	10 Aug 2011

Before starting to index a batch from the 1871 UK Census project, open it and click the **Project Instructions** tab in the lower right-hand corner of your indexing screen. Read all of the project instructions. They include links to samples of the three different forms and how they should be indexed.

For additional help with indexing this project, scroll all the way to the bottom of the project instructions and click **Project Updates** (or [click here to go to the page now](#)). A wiki page will open with answers to specific questions you may have about the project. There is information about the occupation fields, blank lines, and other facts. Click the **Additional Helps** tab for more information about the Place of Birth field and lists of county and city names.

There are also a couple of helpful videos available to watch; though they do not take the place of the project instructions.

[Introduction to the 1871 UK Census](#)

Learn the basics about indexing this FamilySearch indexing project.

[Tips and Tricks for the 1871 UK Census](#)

Learn some tips and tricks to help you index this project faster and easier.

My Goals My History My Accuracy Indexing Links

## Indexing Web Links

### Indexing Resources

- [Resource Guide](#): Resources for indexers, arbitrators, and group administrators, as well as handwriting and language-specific helps.
- [Indexing Tutorials](#): Help with getting started indexing, arbitrating, and administering the indexing program in a stake or society.
- [Ask a Question](#): Search a large knowledge base of common questions and answers.
- [FamilySearch Indexing Projects](#): A list of projects available for indexing.
- [Partner Projects](#): A list of projects being indexed by partners.

### FamilySearch Websites

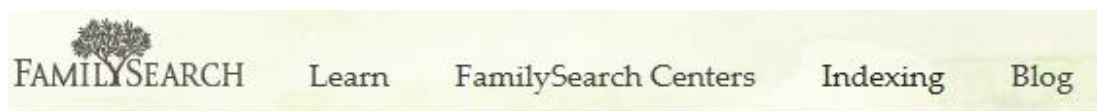
- [FamilySearch.org](#): The central FamilySearch website that links to all of the FamilySearch sites.
- [FamilySearch Indexing](#): Learn about and register to do indexing.
- [FamilySearch Record Search](#): Search the records that you are helping to index.
- [FamilySearch Research Wiki](#): Discover the resources that are available wherever you are researching.

Many of the Indexing Projects have a project page on the Wiki, which have instructions, images, videos, a progress bar, and discussion avenues for the project (see Indexing project Wiki page – Iowa County Births, 1880-1935).

2. You can type in the URL: <[https://wiki.familysearch.org/en/Main\\_Page](https://wiki.familysearch.org/en/Main_Page)> (just type <http://wiki.familysearch.org> – no www; don't need the "s.") Save as a favorite.



3. From the main page, or any other page, of *FamilySearch.org (new skin)* – 3 ways: (at the top) **Learn** tab; (at the bottom) under **Learn**, **Browse Articles** (browse by country) and under **General**, **Give Back**.



# Discover Your Family History

- a. On FamilySearch.org – top of the page, click the **Learn** tab; you can type in the search box; the **Browse Articles** link under the search box takes you to the Wiki home page; under “What’s in

learning resources?” click **Research Wiki** or **Go to the wiki**. Either will take you to the Wiki home page.



## What's in learning resources?

### Research Wiki



The Research Wiki is a **free** collection of family history articles provided by family history enthusiasts from around the world. The wiki makes it easy for people to share research information and useful tips. Research Wiki articles are valuable resources for anyone who wants to learn more about their family history.

[Go to the wiki](#) ▶

- b. On FamilySearch.org – bottom of the page, under Learn, click **Browse Articles** (browse by country); it's the same search as under the main search box on the Wiki home page.



## Browse by Country

Index: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

### A

[Afghanistan](#)

[Albania](#)

[Algeria](#)

- c. On FamilySearch.org – bottom of the page, under General, click the **Give Back** link. Under Giving Back, click the **Share** link (takes you to the Research Articles section) or scroll down to Research Articles, and click either “**Research Articles**” or “**Contribute an article today**” to go to the Wiki home page.

GENERAL		
About Us	Blog	Store
Give Back	Press	Privacy
Careers	Labs	Terms

## Research Articles

Help others with your insights

**Your gift of knowledge** helps people around the globe with their family history research. The knowledge you share may include first-hand knowledge of changes in your home town or what you have learned through the process of searching for your own ancestors. Whenever you learn something new, you have an opportunity to share what you have learned with others, help them to learn along with you.

You can also help edit and refine what others have shared to make their information more complete and accurate. There's no need to be an expert genealogist. You just need to be willing to share what you know so that it might benefit others.

[Contribute an article today](#) ▶

- On *FamilySearch.org* (the classic version), click **Research Helps**, and then select **Search the Wiki**.

- From *ourFamily-ology* <<https://www.family-genealogy.com>>, click the **Research Wiki** tab. (It can also be reached this way: Nav bar > Communities > Community News > Another way to search the wiki -21 Feb 2011 > click the **Research Wiki** link for Family-ology.)



## Search Articles by Entering keyword(s)

Title  Namespace

Click on any of the letters (or links) below to view title(s) with those letters

Titles beginning with A

[A](#) [AA](#) [AB](#) [AC](#) [AD](#) [AE](#) [AF](#) [AG](#) [AH](#) [AI](#) [AJ](#) [AK](#) [AL](#)  
[AM](#) [AN](#) [AO](#) [AP](#) [AQ](#) [AR](#) [AS](#) [AT](#) [AU](#) [AV](#) [AW](#) [AX](#)  
[AY](#) [AZ](#)

Titles beginning with B

[B](#) [BA](#) [BB](#) [BC](#) [BD](#) [BE](#) [BF](#) [BG](#) [BH](#) [BI](#) [BJ](#) [BK](#) [BL](#)  
[BM](#) [BN](#) [BO](#) [BP](#) [BQ](#) [BR](#) [BS](#) [BT](#) [BU](#) [BV](#) [BW](#) [BX](#)  
[BY](#) [BZ](#)

## Research Wiki

Title  Namespace

- [Utah](#)
- [Utah, Mormon Battalion Pension Applications \(FamilySearch Historical Records\)](#)
- [Utah, Salt Lake County Birth Registers \(FamilySearch Historical Records\)](#)

## Registering and Signing in

Although anyone can use our Wiki for research purposes without registering, registration is required for contributing.

1. If you already have a FamilySearch Account or an LDS Account, then from almost any page in the Wiki, click either the **Sign in** link on the upper right, or the **Sign In** link under Personal tools in the Navigation bar. Type in your User name and password, click **Sign In** and you're ready to go. You'll usually be returned to the page you were at. Your FamilySearch or LDS Account will allow you to seamlessly use any of the FamilySearch Online products, except the older version of FamilySearch.org.

[Sign In](#)

Personal tools

10.33.253.28

Talk for this IP

[Sign In](#)

# Sign In

User Name

Password


2. If you do not already have one of these accounts, on the Sign In page, click **Create New Account**, select which type of account you are creating, fill in the requested information (including from the security image), and then click **Register**.

Don't have a FamilySearch Account?

# Registration

What kind of account do you want to create?

- ☒ **FamilySearch Account** (for the general public)
- ☐ **LDS FamilySearch Account** (LDS Account for members of The Church of Jesus Christ of Latter-day Saints)

First Name	<input type="text"/>
Last Name	<input type="text"/>
Display Name	<input type="text"/>
Gender	<input type="text"/>
User Name	<input type="text"/>
Password	<input type="password"/>
Re-enter Password	<input type="password"/>
E-mail	<input type="text"/>
Re-enter E-mail	<input type="text"/>
Alternate E-mail (Optional)	<input type="text"/>
Re-enter Alternate E-mail	<input type="text"/>
	
Please type the letters from the picture. <a href="#">Why?</a>	
<input type="text"/>	
By clicking on <b>Register</b> below, I certify that I am 13 years of age or older and agree to the Conditions of Use.	
<input type="button" value="Register"/>	

## Setting Your Preferences

1. On the **Nav bar**, under **Personal tools**, click **My preferences**. You must be signed in for this to appear.

My preferences

2. Click any of the links near the top of the page to go to a page where you can edit that information. You are already on the User profile page.

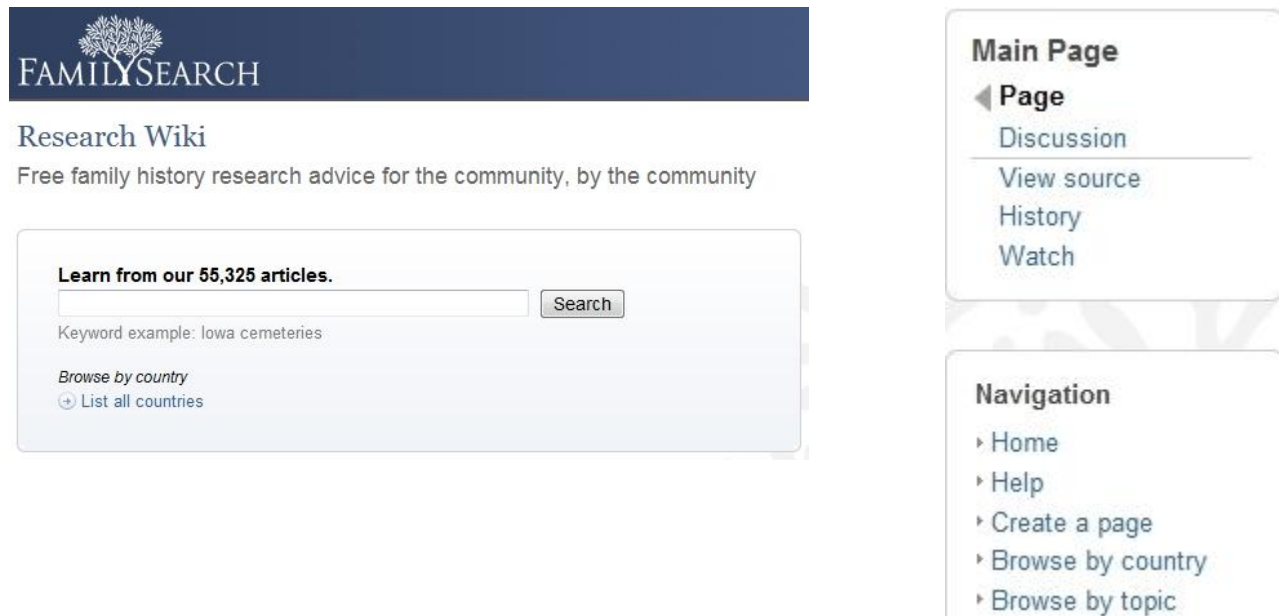
## Preferences

- [User profile](#)
- [Skin](#)
- [Files](#)
- [Date and time](#)
- [Editing](#)
- [Recent changes](#)
- [Watchlist](#)
- [Search](#)
- [Misc](#)

User profile



- a. *User profile* – Here, you can select a Display Name, list your e-mail address, choose your language, and select how you want your Wiki “signature” to appear.
- b. *Skin* – Refers to the background image, color scheme, and layout of the Web page. Choose either the current skin (already selected by default), or the previous version’s skin. You can preview this before making a selection.



- c. *Files* – Select the size limit you wish for images and their thumbnails.
- d. *Date and time* – Select your local time, and the format in which you wish to see the date and time.
- e. *Editing* – Several options are available to refine how you edit. Besides those already pre-selected, a useful option is, “Prompt me when entering a blank edit summary.”
- f. *Recent changes* – Controls the number and types of recent edits you will see (for the entire Wiki) at <<https://wiki.familysearch.org/en/Special:RecentChanges>>.
- g. *Watchlist* – Your watchlist is a list of Wiki pages that you are monitoring or “watching” for changes that have been made. You will receive an e-mail when any of these pages are edited. Three useful options on this preference page are: “Add pages I create to my watchlist,” “Add pages I edit to my watchlist,” and “Add pages I move to my watchlist.” These will be automatically added to your list, without the need to manually select them.
- h. *Search* – Controls the format of the search results you will see. For most users, the default settings are just fine. [Default namespaces searched are: (Main), FamilySearch Wiki, Help, Portal, and Policy.]

## Next Week

Next week’s topics will be: Understanding the Home page and the navigation bar; Community guidelines; and Forums. Hopefully, we’ll see you there.

## Web links, in this order

1. [https://wiki.familysearch.org/en/New\\_Wiki\\_Contributors\\_Training](https://wiki.familysearch.org/en/New_Wiki_Contributors_Training)
2. <https://familysearch.org/volunteer/indexing> (optional)
3. [https://wiki.familysearch.org/en/Indexing\\_Projects\\_-\\_US,\\_Iowa\\_County\\_Births,\\_1880-1935](https://wiki.familysearch.org/en/Indexing_Projects_-_US,_Iowa_County_Births,_1880-1935)

4. [https://wiki.familysearch.org/en/Main\\_Page](https://wiki.familysearch.org/en/Main_Page) (Wiki Home page)
5. <https://www.familysearch.org/> (new skin)
6. <https://familysearch.org/learn> (Learn tab)
7. [https://wiki.familysearch.org/en/Browse\\_by\\_Country](https://wiki.familysearch.org/en/Browse_by_Country) (Browse by Country search page)
8. <https://familysearch.org/volunteer> (Give Back link at bottom)
9. <http://www.familysearch.org/eng/> (classic version)
10. [https://www.family-genealogy.com/Wiki\\_A-Z.aspx](https://www.family-genealogy.com/Wiki_A-Z.aspx)
11. <https://www.family-genealogy.com/ResearchWiki.aspx?title=Utah&ns=0>
12. [https://ident.familysearch.org/cis-web/authorize?oauth\\_token=USYS2B6E1895C18A05B5735A5F973BD89C12\\_ses002.app.prod.id.fsglobal.net&oauth\\_callback=https%3A%2F%2Fwww.familysearch.org%2Fcontent%2Foauth%2Fcallback%3Freturn\\_controller%3Dindex%26returnUrl%3Dhttps%253A%252F%252Fwiki.familysearch.org%252Fen%252FMain\\_Page%26error\\_action%3DoauthComplete%26consumer%3Dwww%26return\\_action%3DoauthComplete%26error\\_controller%3Dindex](https://ident.familysearch.org/cis-web/authorize?oauth_token=USYS2B6E1895C18A05B5735A5F973BD89C12_ses002.app.prod.id.fsglobal.net&oauth_callback=https%3A%2F%2Fwww.familysearch.org%2Fcontent%2Foauth%2Fcallback%3Freturn_controller%3Dindex%26returnUrl%3Dhttps%253A%252F%252Fwiki.familysearch.org%252Fen%252FMain_Page%26error_action%3DoauthComplete%26consumer%3Dwww%26return_action%3DoauthComplete%26error_controller%3Dindex) (FamilySearch Sign In)
13. <https://wiki.familysearch.org/en/Special:Preferences>
14. [https://wiki.familysearch.org/en/Help:Edit\\_and\\_Contribute](https://wiki.familysearch.org/en/Help:Edit_and_Contribute) (you can always find help here)
15. [https://wiki.familysearch.org/en/Help:Wiki\\_Trainer](https://wiki.familysearch.org/en/Help:Wiki_Trainer) (optional)
16. <https://www.familysearch.org/learn/forums/en/group.php?groupid=191> (optional)

## Reference

1. [https://chqmpweb1.ldschurch.org/mpweb/html/help/000/user\\_help/help/output/index.html?web\\_sending\\_messages\\_in\\_web\\_mtg\\_room05.html#wp1055137](https://chqmpweb1.ldschurch.org/mpweb/html/help/000/user_help/help/output/index.html?web_sending_messages_in_web_mtg_room05.html#wp1055137)
2. <https://chqmpweb1.ldschurch.org/training/training.htm>